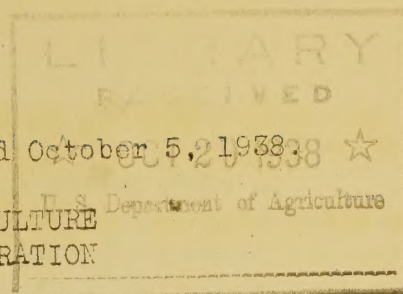


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NCR-307

Issued October 5, 1938. ★

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



Instructions Relative to Determination of
Eligibility for 1939 Wheat Price-Adjustment
Payments

As soon as possible after these instructions are received in the county office, farm reporters will visit each farm in the North Central Region in winter wheat areas for which a 1939 wheat acreage allotment is established under the 1939 Agricultural Conservation Program, to determine whether the persons sharing in the wheat crop planted on the farm for harvest in 1939 are eligible to make application for a wheat price-adjustment payment.

At the time farm reporters visit farms to secure information in connection with wheat price-adjustment payments they will also complete Forms FCI-3 in connection with the Federal Crop Insurance Program, as set forth in Form FCI-31, Supplement 18, and will, wherever necessary, make the second check of performance under the 1938 Agricultural Conservation Program, in accordance with instructions contained in NCR-215 and in the supplements thereto.

Entries Made in County Office

A Wheat Price Adjustment Report, Form NCR-306, shall be completed for each farm for which a 1939 wheat acreage allotment is established. Clerical assistants in the county office will enter, in the appropriate spaces in the upper right-hand corner, the State, county, and minor civil division code numbers, the NCR farm number, and, in counties using aerial photography, the number of any aerial photographic enlargement on which the farm and the field boundaries of the farm are marked. Clerical assistants will also enter in Section II, item 1, the 1939 wheat acreage allotment established for the farm.

After entries have been made on Form NCR-306 in the county office, it shall be attached to the corresponding farm report, Form NCR-217, or, in aerial counties, to the enlargement; and such forms, together with any necessary Federal crop insurance forms for the farm, shall be assigned to a farm reporter. A record of such assignments shall be maintained in the county office.

Entries Made by Farm Reporter

After assignments have been made in the county office the farm reporter shall visit the farm, interview the farm operator, and enter data on Form NCR-306.

In counties in which only winter wheat is grown farms shall be visited this fall. In counties where spring wheat is grown exclusively the first check of wheat acreage will not be made on farms until 1939. In counties where both spring and winter wheat are grown only such counties will be visited this fall as the State Committee feels that it is practicable to visit this fall. In cases where the information obtained by the farm reporter indicates that the wheat acreage allotment for the farm has not been exceeded this fall and that spring wheat will be planted on the farm, a second visit will be made to the farm. If the farm is visited in the fall, it will, of course, be possible for the farm reporter to make entries in Section II only with respect to winter and volunteer wheat.

As used herein "wheat seeded for harvest in 1939" will include wheat seeded for any purpose in the fall of 1938 or in the spring of 1939.

Data for Section I.--The farm reporter will enter in column (a) the name of each person entitled to share in the proceeds of the wheat crop seeded for harvest on the farm in 1939, or, if no wheat is seeded for harvest in 1939, the name of each person who would have been entitled to share in the proceeds of the wheat crop if it had been seeded. The entry in column (b) will indicate whether such person is an owner, tenant, or sharecropper; the entry in column (c) will be the address at which he receives his mail.

Data for Sections II and III.--The farm reporter will enter in column (a) the 1938 field letter for each field on which wheat is seeded for harvest in 1939, and for each field on which there is a stand of volunteer wheat, if the boundaries of the field are the same as on the farm report or on the photo enlargement. However, if the boundaries of a field are not shown, or are different from those shown, on the farm report or on the enlargement, a sketch of the field will be drawn on the back of NCR-306, and the farm reporter will make whatever measurements are necessary to compute the acreage of such field. The farm reporter will enter his measurements on the sketch but will not compute the acreage of the field. This work will be done by clerical assistants in the county office.

In cases where a field is a combination of two or more 1938 fields, or parts of one or more 1938 fields, the 1938 field letter or letters will be transferred from the farm report or from the enlargement to the sketch and to column (a).

In cases where 1938 field letters were not assigned to fields the farm reporter will make sketches of the 1939 wheat fields on the back of Form NCR-306 and assign them letters. Beginning with the letter "A" in the northwest corner of the map, fields will be lettered alphabetically to the east boundary. Then the second tier of fields will be lettered from east to west, the third tier from west to east, etc.

In cases where enlargements are used, the letter "W" will be entered on the enlargement in each 1939 wheat field. All entries made on the enlargement at this time will be made in a color different from any previously used. Field boundary lines not indicated on the enlargements may be established by the use of landmarks such as fences, roads, or buildings, providing the landmarks used are clearly shown on the enlargement. In such cases a sketch of the field should be made on the back of Form NCR-306, and the landmarks indicated in approximate position with reference to such field. A brief description of each landmark, such as "small tree", or "fence line", should be entered beside such landmark sketches. The field divisions should be clearly indicated on the sketch. Wherever new boundaries are established on the enlargement for a 1939 wheat field, such boundaries will be indicated by arrows.

Field acreages will be transferred from the farm report or from the enlargement to column (b) in cases where such acreages are identical with the acreages of 1939 wheat fields. In cases where it is necessary to compute the acreages of a 1939 wheat field, the entry in column (b) will be made by a clerical assistant in the county office.

The entry in column (c) will be the classification of the wheat acreage: "winter", "spring", or "volunteer". The initials of each person who shares in the 1939 wheat crop will be entered in the space at the top of a subcolumn in column (d). If two or more persons have the same initials, such initials will be entered in the appropriate spaces, the names of the persons entered in a footnote, and appropriate reference made between the initials and the names. The entry in the column below each person's initials will be the percentage share which he has in the wheat crop grown on each field for which a letter is entered in column (a). In the event that no wheat is seeded on the farm for harvest in 1939, the farm reporter will write on the first line of columns (a) to (c), inclusive, "No wheat seeded - 1939", and he will enter on the same line under each person's initials in column (d) the percentage of the wheat crop to which such person would have been entitled if wheat had been seeded on the farm.

Data for Section III.--If the farm operator indicates that he will not plant or permit to be planted any additional acreage of wheat on the farm in 1939, and that he will dispose of any volunteer wheat in excess of the wheat allotment in accordance with instructions issued by the Agricultural Adjustment Administration before May 1, 1939, he may sign the "final" certification in Section III. In cases where the farm is visited in the fall, if the operator indicates that he intends to plant additional acreage to wheat in the spring of 1939, he may sign the "preliminary" certification, thereby requesting that the farm be revisited in the spring. If the acreage seeded to wheat for harvest in 1939 exceeds the 1939 wheat acreage allotments, no second visit will be made to the farm unless such excess acreage is volunteer wheat and the farm operator intends to dispose of it in accordance with instructions issued by the Agricultural Adjustment Administration before May 1, 1939.

Data for Section IV.--The farm reporter will sign and enter the date of his signature in this section. After entries have been made on Form NCR-306, as set forth above, the farm reporter will sign in Section IV and enter the date of his signature. If a second visit is made to the farm, the date of that visit will also be entered. The farm reporter will return Form NCR-306 to the county office as promptly as possible after the farm is visited.

Completion of Form NCR-306 in County Office

After Form NCR-306 has been returned to the county office, clerical assistants will check the field letters and the acreages transferred from the farm report or from the enlargement to columns (a) and (b), respectively, of Section II by the farm reporter. Clerical assistants will also compute acreages, wherever it is necessary to do so, using the measurements made by the farm reporter. The acreages entered in column (b) will be totaled only after the "final" certification in Section III has been signed by the farm operator.